

Facilities Services Weekly

September 18, 2017

ADMINISTRATION • FACILITIES OPERATIONS • ZONE MAINTENANCE • ADMIN. & SUPPORT
COMMUNICATION & INFO SERVICES • UTILITIES • DESIGN • CONSTRUCTION

Chuck Thompson Award Nominations Now Open!

Nomination forms have been emailed to each employee and can be found at tiny.utk.edu/ChuckThompson

Nomination Deadline October 5 & Ceremony October 24

ADMINISTRATION

Special Projects:

- Continue to meet and work with our unit PM Coordinators regarding equipment and PMs.
- Creation and scheduling of PMs for equipment after equipment has been entered in Archibus.
- Creating and scheduling of PMs for routine duties performed at locations on campus.
- Verification of equipment already in Archibus to ensure accuracy before assigning PMs.
- Data entry of equipment provided by shops not already in Archibus.
- Working with Sanitation Safety on setting up their Clean Building Module to include completion of data entry of over 7,000 asbestos samples into Archibus.
- Archibus Support for Housing Services.
- Building Operations Console Project.
- Compiling data and creating reports.
- Assisting employees with training and questions concerning Archibus.
- Inventory Changes for Landscape Services.
- Attending meetings of the Facilities Services Student Assistant Scholarship Committee.

Quote of the Week:

- “Kind words can be short and easy to speak, but their echoes are truly endless.” - Mother Teresa

FACILITIES OPERATIONS

Recycling:

Recycling Totals for September 10 through 16:

- Bottles/Cans: 9,740 pounds.
- Paper: 11,760 pounds.
- Cardboard: 12,940 pounds.

- Glass: 3,160 pounds.
- Manure: 8,000 pounds.
- Compost: 22,413 pounds.
- Totals: 68,013 pounds; 34.01 tons.

Recycling Totals for Fiscal Year 2018:

- Bottles/Cans: 60,920 pounds; 30.46 tons.
- Paper: 121,600 pounds; 60.80 tons.
- Cardboard: 168,960 pounds; 84.48 tons.
- Glass: 21,560 pounds; 10.78 tons.
- Manure: 172,700 pounds; 86.35 tons.
- Compost: 122,933 pounds; 61.47 tons.
- Totals: 668,673 pounds; 334.34 tons; 1,161 pallets.

ZONE MAINTENANCE

Zone 2:

Baker Center:

- Air filters have been changed.
- Varicels and Perfectpleats were changed on AHU #3.
- The cartridge filter was changed and the UV tube on the Filtrine unit was cleaned.
- The door alarm battery was changed in the panic bar exiting to the North side of the Toyota Room.

International House:

- Troubleshoot and created a shop assist for pneumatic valve on AHU #3 chilled water return line.

Hodges Library:

- Installed two new sloan flush valves in women's main restroom on third floor.
- Replaced Elkay water fountain filter on third floor.
- Replacing 4 ft. fluorescent bulbs with LED as we receive them.

ZONE 2 CONTINUED ON PAGE 2

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ZONE 2 CONTINUED:

- Replaced two door closers at Melrose entrance to Hodges Library.
- Calibrated thermostat in auditorium.
- Removed urinal from wall and snaked out drain line on second floor main men's restroom.
- Cleaned out dry wells on west side of building.
- Replaced three ceiling tiles at One Stop and repaired leaking condensation line.
- At air-handler # p-7 changed belts on 2 and 4 return air fan motors in west machine room.
- Replaced lights in the auditorium.
- Tightened loose chair desk tops.
- Installed new door closer at stairwell # 8 at loading dock.

Melrose Hall:

- Removed restroom exhaust fan motor that had a broken shaft.
- Replaced fluorescent circline bulb on second floor e-section.
- Replaced leaking water stop on fourth floor e-section.
- Installed new air conditioning unit on second floor f-section.

Dunford Hall:

- Cleaned light fixtures.
- Replaced window crank on fourth floor.

Haslam Business Building:

- Assisted Air Conditioning Services on a Leibert unit.
- Cleaned light lenses on three floors.
- General maintenance.

SMC:

- Light repair on third floor common area.
- Greased motors in machine rooms.
- Handicap door repair on main floor.
- General maintenance.

Zone 3:

- Zone 3 will work in sororities and fraternities this week cleaning guttering and taking care of routine maintenance requests.
- Our zone will recycle materials and clean mechanical areas to eliminate clutter.
- We will also repair exterior lighting to facilitate safety on campus.

Zone 6:

- Maintaining environmental equipment.
- Addressing work order issues.
- Alumni Memorial Building auditorium lighting.
- Earth & Planetary Sciences heat and air conditioning continued.
- Walters Life Science fume hood repair.
- Waste recycle.

Zone 7:

- Lights, ceiling tiles and door closers are being replaced in various locations of SERF.
- General maintenance is taking place at Min Kao in addition to game day preparations.
- Portable air conditioning units are being checked and lights are being worked on at Min Kao.
- At Dougherty Engineering air conditioning motors are being replaced and lights are being repaired.
- Lighting and moisture issues are being addressed at Perkins Hall.
- Lights are being replaced at Ferris Hall.
- General maintenance is taking place throughout the zone.

Zone 8:

- Zone 8 will look at steam and condensate leaks that need attention.
- We will clean guttering and take care of routine maintenance requests on the Agricultural Campus.
- Our zone will clean mechanical areas to eliminate clutter.
- We will also repair exterior lighting to facilitate safety on campus.

Zone 9:

- Replacing light bulbs in band room at Natalie Haslam Music Center.
- Cleaning mud out of the drains for the retaining wall behind Humanities & Social Sciences.
- Cleaning fountain at Clarence Brown Theatre.
- Cleaning Bull Pond at McClung.
- Answering calls.

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Zone 11:

- At Neyland Stadium checked stadium after Indiana State football game for lights and toilets, and preparing for next home game.
- At Anderson Football Complex checked and adjusted chemicals in pools.
- At Allan Jones Aquatic Center checked and adjusted chemicals in pools.
- At South Stadium checked replaced lights as needed on all five floors.
- At Regal Soccer Stadium checked and made repairs in preparation for games.
- At Sherri Parker Lee Stadium checked and made repairs in preparation for tournament.
- General maintenance throughout zone.

One Call:

- One Call will run generators and log pools while checking exterior lighting on campus for issues.
- We will take calls and provide prompt responses to ensure excellent customer service.
- One Call would like to wish Mr. Glenn McDowell the best of success in his new career as he leaves us for a director position with Curae Health. We thank him for his time and service to the university.

COMMUNICATIONS

Communications & Public Relations:

- Chuck Thompson Nominations are now open. Check your email for more information. Online nomination forms can be found at tiny.utk.edu/ChuckThompson. The nomination deadline is October 5 and the ceremony will be held October 24. Please help us to name our exceptional employees of 2017!
- Brooke will attend the Homeland Security National Seminar & Tabletop Exercise in Salt Lake City, Utah this October.
- We completed a document that details the Facilities Services projects that took place during the summer months. This was sent to administration last week.
- We are working on this year's annual report. Thank you to everyone who submitted information for their units and subunits. We would also like to thank everyone who assisted us in getting pictures of each department.

- We are planning upcoming workshops. The next Facilities Fundamentals Workshop will be held September 19 and Matt Layne from Landscape Services will present. Look for a video of the workshop in the coming weeks.
- We are working with committee members to create an additional scholarship opportunity through Facilities Services. The guidelines the committee created were sent to the scholarship office last week.
- Our department's annual Pink Day will be held October 4. More information will be distributed through department email later this week.
- The updated Building Representative list is now on the department website.
- Updates are being made to the TNAPPA website.
- The Facilities Services bus will be rebranded. The design has been approved and has went to the printer.
- We are assisting UT Chattanooga with their plans for next year's TNAPPA Conference held at the UTC campus. More details will be available soon.
- We are working to update the Facilities Services Emergency Response Plan.
- We are working on several releases for the department. Look for Facilities news in upcoming issues of Tennessee Today.
- Various fliers are being created/edited.
- Updates are being made to the Cone Zone website.
- Updates are being made to the Facilities Services Department website.
- Several projects were submitted to the American School & University Architectural Portfolio magazine in July. These include Volunteer Boulevard, the Facilities Services Complex, Stokely Hall, Mossman Building, and the G16 garage.
- We will hire a new student assistant for the subunit in the coming weeks.
- All of the projects we submitted to the Educational Interiors magazine were chosen for print. The magazine will be distributed in the coming weeks.
- Brooke attended the Endeavor Summit last Friday. She will compile the notes of those from the department who attended.
- We will begin to update the Facilities Services staff directory this month. Brooke will email everyone on the directory to confirm contact information and title.

COMMUNICATIONS & PR CONTINUED ON PAGE 4

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COMMUNICATIONS & PR CONTINUED:

- We will work with Training to plan a week long APPA Toolkit in March. The dates have been set and we will begin the planning process in the coming weeks. Look for more information soon.
- Holiday Party planning has begun. Look for more details in the coming months.
- We are working to launch new social media content. Thank you to everyone who has helped us with photos so far.
- We will frame awards our Facilities Services Complex building received.
- We participated in campus cone zone sign walkthroughs last week and will continue during the next few weeks.
- We are working on training requirements.
- Our customer satisfaction report has been completed and sent to administration.
- We are assisting with our portion of a Sightlines social media presentation.
- Help us to nominate our next Facilities Services Employee of the Month at tiny.utk.edu/fseom.
- Help us to nominate our next Facilities Services Exceptional Team at tiny.utk.edu/exceptional.

Employee Training & Development:

- Ian Miller was promoted to Training Specialist. We are excited to have him working in this new role.
- This is a midmonth OSHA training reminder. If you have questions about your compliance status, you can reach out to anyone on the training team for assistance.

Upcoming Training:

- Four sessions of ATV training will be offered in the month of October. This training will be offered quarterly.
 - Tuesday, Oct. 10, 9-10 am
 - Tuesday, Oct. 10, 2-3 pm
 - Thursday, Oct. 19, 5-6 pm
 - Wednesday, Oct. 25, 12:30-1:30pm
- If you're interested in attending a session, or have questions as to whether this training is required for you, please reach out to Ian.
- Training is working with EHS to offer Confined Space Training. If you regularly work in confined spaces please contact Rebecca. When training dates are known, she will reach out to you for scheduling.

UTILITIES

Air Conditioning Services:

- Natalie Haslam Music Center – Install new Diakin chiller.
- Baker Center – Install new slide rods in circuit 2 compressor.
- Art and Architecture Building – rebuild secondary chilled water pump.
- Middlebrook Building – repair hot water pump.
- Neyland stadium – Making repairs to several air conditioning systems before this week's home game.

Plumbing & Heating Services:

- Fixed water leak at Fred Brown Residence Hall.
- Replaced steam trap at Student Aquatics Center.
- Fixed steam leak at Ellington Plant Sciences.
- Replaced fans with steam vault lids.
- Fixed water pressure at Neyland Stadium.
- Completed rodding orders.
- Maintained fire hydrants.
- Performed monthly maintenance on steam line valves.
- Maintained condensate lines and condensate pumps.

Electrical Services:

- UTFS FA/BA – Fire Alarm System Testing various buildings on Campus.
- UTFS Outdoor Lighting Systems.
- UTFS HV Electrical Maintenance – Campus Wide.
- UTFS Support - NEW GIS 15KV Swg, UT Main Substation.
- UTFS HV - West Campus Redevelopment Building 3 and 6 Construction Support.
- UTFS FA – Fire Alarm Thompson Boling Arena (TBA) – Fire Watch Athletics support TBA events.
- UTFS HV – Mossman construction support.
- UTFS FA/BA – Haslam Football Practice Facility.
- UTFS HV/ES/FA Support for Football game at Neyland Stadium.
- UTFS – Art & Architecture Electrical Troubleshooting for HVAC.
- UTFS ES – Senter Hall new HVAC system for research.

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Steam Plant:

- Greased pumps and motors.
- Ran two MW generator for weekly test.
- Started placing pop off valves on top of boilers for replacement.
- Made repairs to condensate pump.
- Helped with getting gates to close.
- Painted metal and cut plywood for new shelving.
- Training in Chattanooga.
- Moved material for pressure washing.

CONSTRUCTION SERVICES

Campus Projects:

- Alumni Memorial Building: Paint room 115; Add tunnel ventilation.
- Anderson Training Center: Add electric for LED lights in upper atrium.
- Andy Holt Tower: Eighth floor door controls; Paint room 505; Paint eighth floor conference room; Polish concrete floor in room P226; Remove power pole in room P211.
- Art and Architecture Building: Install expansion joint covers; Paint blue air ducts; Motion detector switch for kitchen lights.
- Austin Peay: Carpet in suite 215; Paint and carpet in rooms 303B and 303G; Remove part of wall in room 219.
- Bailey Education Complex: Paint rooms 204, 414, 315, 420, and A512.
- Baker Center: New flooring for third floor patio; Carpet repairs in various areas; Hang canvas prints.
- Brenda Lawson: Painting several areas.
- Business Incubator: Renovation for Anderson Center rooms 112 and 114; Refinish door on room 104B.
- Campus: Evaluate parking garages; Parking Garage lighting improvements; Raze three houses; Power washing.
- Claxton Education: Power for monitor in room 354.
- College of Nursing: Repair settling walls.
- Communications Building: Flooring, paint, etc. in room 107Q; Paint rooms 98 through 104; Remove a door and build a wall in rooms 455/456; Paint room 476;
- Add chair rail in room 262; Paint and carpet in room 426; Carpet in room 256; paint room 464; Bottle filling station; Repair door and paint bookcases in room 293; Signage for JEM suite; Paint ceilings in rooms 309 and 310; Paint rooms 420, 420A, and 421.
- Conference Center Building: Paint, chair rail and/or blinds in room 432; Renovations to room 406; Painting and stone work in atrium; Install graphics and white boards in room 120; Change doors in Clinic.
- Dabney-Buehler Hall: Second floor settling repairs; Paint room 485; Electric and exhaust in room 562; Renovate rooms 341 through 343.
- Dougherty Engineering Building: Paint room 206A; Electric in room 102.
- Early Learning Center: Replace two air conditioning units (White Avenue).
- 11th Street Garage: Additional solar panels.
- Facilities Services Complex: Install glass break detectors; Install wind turbine; Install new lights; Install fire alarm devices; Changes to rooms 107, 110 and 111 for new occupants; Install two lockable bollards.
- Food Safety: New flooring in room 200.
- Food Science: Add door between rooms 113 and 114.
- Fred Brown Residence Hall: Add power and fire suppression for range hood.
- Glazer Building: Install door in corridor.
- Golf Facility Building: Automatic gate for entrance.
- Goodfriend Tennis Center: Add receptacles.
- Greve Hall: Change entrance in room 217.
- Haslam Business Building: Power for several areas (digital signage); Divide rooms 511 and 512 into two rooms; Add Store front framing and doors in three areas on fifth floor.
- Natalie Haslam Music Center: Add chair rail in ground floor rooms.
- Hesler Biology: Door controls on Greenhouse doors; Carpet in room 442.
- Hess Hall: Electric work in laundry; Replace basement door.
- Hodges Library: Assist with office renovations and Graduate Commons renovation; Window film on rooms 209 and 641; Paint orange walls and vinyl glass lettering on rooms GO16 and GO20; Refinish woodwork in room 121.

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CONSTRUCTION CONTINUED:

- Hoskins Library: Build classroom 190.
- HPER: Add emergency lighting; Paint rooms 370, 389, and 390; Add graphics in room 390.
- Humanities and Social Sciences: Upgrade fire alarm system to speaker devices; Paint and ceiling tiles in room BO09C; Add sensors in new vault.
- International House: Install monitor mounts in rooms 112 and 206; Paint room 203.
- Jessie Harris: Sidewalk and step repairs; Carpet room 412.
- Jewel Building (FAB Lab): Electric, lighting, and painting in basement.
- JIAM: Electric for room 160.
- Kingston Pike: Install raceways and equipment for parallel UPS system; Paint restroom.
- McClung Tower: Paint and carpet in room 217; Paint in room 1018.
- McCord Hall: Paint and flooring in rooms B012, 102, 103, 104 and 105.
- Melrose Hall: Carpet in Pride Center.
- Middlebrook Building: Replace walls and ceilings in rooms 120/120A.
- Min Kao: Add access controls to rooms 338, 538, and 540.
- Morgan Hall: Paint, flooring and furniture in rooms 126 and 201; Renovate rooms 119 and 218; Painting in room 118; Add quad outlet and data raceway in room 212D2.
- Nielson Physics: Add window room 217A.
- Perkins Hall: electric and raceways for bollards.
- Pratt Pavilion: Repair exterior siding panels; Door controls for parking area entry door.
- Roofs: Baker Center Dome, SERF, Austin Peay, Hesler, Volunteer Hall.
- SERF: Improvements to chilled water system; Renovate room 309; Safety shower in room 207B; Paint room 311; Lab renovation in room 439.
- SMC: Paint and/or carpet rooms 329, 328, 339, and fourth floor offices; Paint and carpet in rooms 601 and 630; Paint two walls in room 623; Power for and hanging displays in rooms 608 and 609; Paint rooms 605 and 619.
- Sports Bubble: Demo work.
- Steam Plant: Demo ash silo.
- Stokely Family Residence Hall: Power to compactors; Install fence in receiving area.
- Strong Hall: Conduit for compactor.
- Student Health: Panic button in room 201Q.
- Student Services: Paint rooms 111K, 111Q, 201 and 320.
- Student Union: Add capacity for voice transmitting through fire alarm system; Add slat wall in Vol Shop; Remove graphics and repaint columns in Vol Bookstore.
- Taylor Law Complex: Put camera wiring in wall and add switch in rooms 88 and 89; Water bottle filler on third floor; New receptacle in room 277; Wiring in rooms 88 and 89.
- Thompson Boling Arena: Add toilets and shower doors in coaches offices; Enhance vertical steel for fall protection.
- Thornton Athletics Center: Remove lights in lower atrium.
- Tyson Alumni House: New interior signage.
- UT Gardens: Install boardwalk.
- Veterinary Medical Center: Door controls on 12 doors in Vet Teaching Hospital.
- Vol Hall: Add fire alarm devices to make two apartments for hearing impaired.
- Vol Shops: Add card readers at Commons, Cumberland, and Art & Architecture locations.
- 1525 University Avenue: Add glass break protection to lower windows.
- 1610 University Avenue: Paint room 229.

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 FACILITIES SERVICES

FOURTH ANNUAL

Pink Day!

Facilities Services invites all employees to wear pink in support of Breast Cancer Awareness Month!

Wear *Pink* on
Wednesday, October 4th

Big Orange Fridays uniform guidelines apply.

In addition there will be a Breast Cancer Awareness item sale!

Beginning at 7:30 a.m. Veronica Huff will host a Breast Cancer Awareness item sale.

All proceeds from the sale will be donated to the Susan G. Komen Foundation.

**For more information about Pink Day or the awareness items sale please contact:
Veronica Huff at 974-2391 or
Brooke Krempa at 214-7662**

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2017 Employee of the Month Award Recipients



August: John Lewis



July: Bill Mills



June: Brooke Krempa



May: Jerry Lethco



April: Bill Wilson



March: Joe Suits



February: Maria Martinez



January: Mike Musselman

Congratulations to our Employee of the Month recipients!

Please help us to nominate our next Facilities Services Employee of the Month.

We owe the success of this program to everyone who takes the time to submit a nomination for one of our many hard working employees.

Help us to honor members of our team in the months to come and cast your nomination for a future employee of the month.

Nomination forms can be found on the Facilities Services website, fs.utk.edu, or by following this link: tiny.utk.edu/FSEOM.

Hard copies can be found with unit clerks and with Brooke Krempa.

All Facilities Services Employees are eligible for the Employee of the Month Award after one month of service with the department. We invite everyone to nominate an individual of their choice for the award.

For more information about the award program, please contact Brooke Krempa at 214-7662 or bsteve14@utk.edu.

Nominate someone today at tiny.utk.edu/FSEOM